

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory law enforcement positions, the primary duty of which is assisting in the management of a shift in the police department. Employees of this class are required to perform administrative duties to provide for the efficient operation of the assigned service or division. Police Lieutenants also oversee the preparation and maintenance of records and reports required to document department activity, and perform and supervise law enforcement duties. Employees of this class work with a high degree of independence in the performance of their tasks, with work reviewed by a Police Captain. This class ranks directly below that of Police Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises and performs law enforcement functions of the department, which may include patrol, traffic control and traffic accident investigation, training, corrections, criminal investigation, juvenile procedures, and special operations. Evaluates new laws, regulations, and ordinances and conducts research to be used in making management decisions and to determine if changes in department policies and procedures are needed. Assists in the development and implementation of a safety program for the department. Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedure to avoid future accidents.

Supervises subordinate police department employees, making sure that the goals and standards of the department are being met. Reviews the work of subordinates to determine if assignments were completed effectively and in accordance with departmental procedures. Delegates and sets task priorities in order to accomplish both short and long term goals of the department. Holds meetings and outlines responsibilities and duties for subordinates. Sets work schedules and approves leave. Provides on-the-job training for department members, including providing assistance in technical areas of work. Inspects the appearance of employees to ensure they meet departmental standards for safety and propriety. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline among employees of the department by conducting corrective interviews or by recommending disciplinary action to the

appointing authority.

Manages the operations of the jail facilities and supervises jail personnel. Maintains discipline to ensure a safe and orderly jail. Monitors the maintenance and inspection of the jail facilities. Oversees the classification of prisoners according to their security risk. Controls and supervises all aspects of prisoner food service. Regulates access to tools, keys, and weapons in the jail facility.

Completes forms or records to document the activity of the department, including daily work activity, vehicle mileage or maintenance, crimes and suspects. Reviews reports written by subordinates to ensure jobs were completed effectively. Gathers and analyzes information to effectively write reports and applies the basic principles of composition and grammar to such reports. Uses the NCIC network to exchange pertinent information with other individuals or agencies. Uses computer information systems to enter, update, and retrieve data relating to the police department. Records expenses, disbursements, and related financial transactions of assigned accounts in order to maintain accurate fiscal records.

Promotes a positive public image of the work of the department in the daily performance of duties and through contact with the public. Answers inquiries or handles complaints from the public about issues regarding the police department. Serves as an official department representative at any meetings assigned. Coordinates the work of the department with related federal, state, and local agencies.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds. Inspects assigned department services and takes appropriate action to improve problems areas. Maintains proficiency in the use of firearms and other weapons.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Sergeant immediately preceding the closing date for application to the board.

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